



General Livestock Clerk
Colorado State Fair
2022

Job Description / Duties

50%

Perform general daily office requirements (upper and lower office and storeroom) such as filing, reading mail, operating copy machine, picking up mail, office and kitchen cleaning, taking out trash, counting and organizing daily show awards, restocking show brochure shelves, opening walk up window, checking restrooms for cleanliness and answering telephones.

Adhere to CSF dress code and department orientation policies. Adhere to CSF workday time check-in procedures (KRONOS System).

During fair time work early mornings and late night shifts (12-16 hours) with no overtime.

Demonstrate good customer service skills and general public relations.

Have a current driver's license and be able to drive a golf cart.

Cooperate with co-workers to maintain a friendly environment and proper interaction within the Livestock Department.

Be familiar with the department entry procedures, premium book, and show requirements and utilize that familiarity to communicate to exhibitors and the general public all Livestock Show rules and regulations set forth in the Livestock Premium book.

Utilize basic computer skills to create documents and spreadsheets using Microsoft Office (Excel, Word).

Perform entry procedures as set forth by the Livestock Office Assistant during orientation

Produce copies of all shows for distribution to exhibitors.

Proof all receipts and documentation on completed exhibitor packets to finalize exhibitor packets in accordance with guidelines set forth by Livestock Office Assistant and Livestock Computer Entry Clerks.

Produce daily show schedules and notifications according to the Livestock Premium book.

Clerk livestock shows in accordance with agreed Livestock judging procedures.

Assist with Market Weight Nominations as directed by the Livestock Office Assistant.

Assist Livestock Office Assistant in producing premium checks.

Assist the Livestock Office Assistant in any additional tasks as directed.
Assist the Livestock Office Assistant in any daily duties to include, but are not limited to:
Able to lift 40lbs.
Able to sit or stand for 4 hours at a time.
Able to tolerate dust, dirt, heat, rain or cold
Assist in moving to the summer Livestock Office
Moving furniture within the office
Touch up painting
Assist in livestock arena set up.
Pick up manure around office area
Hanging signs and small gates
Help load out buyback animals on to trucks
Able to tolerate shavings, hay, cows, sheep, pigs and cattle and other barn odors

25%

Count all credentials issued to our department and prepare an individual spreadsheet according to the type of pass corresponding with the credential numbers.
Develop spreadsheets to record daily all credentials issued, with the person's name and description (i.e.: 11 day exhibitor pass #222, Joe Smith, exhibitor or Angus Cattle Representative) with amount paid or complimentary.
Have the Livestock Department manager's approval on any complimentary credentials
Distribute credentials to each exhibitor's packet and write each credentials description and number on that packet, if credentials are for other than exhibitor put those in the designated "Job title files".
Issue all credentials to seasonal, contracted, volunteer personnel and sponsors with the approval of the department manager.
Produce a daily spreadsheet with the daily gate entry distribution total and email that counts to the accounting office by 8:00 am (may email the night before with Livestock Office Assistant's approval).

25%

Post checks, cash or credit card using the guidelines set forth by the Colorado State Fair Accounting office.
Administer Livestock daily monies and compile deposits in accordance with agreed Livestock money procedures.
Prepare and post daily itemized records of entry income, corresponding recaps, and spread sheets of reported revenue.
Prepare weekly reports (using Word and Excel) as requested by the department manager.
Prepare reports, spreadsheets and check registers for Junior Livestock Buyback animals and the Junior Livestock Sale.
Assist Livestock Office Assistant with completion of year end reports

Please submit resume to robyn.toft@state.co.us by Jul 31, 2022